Inherently Governmental & Commercial Activities Inventory Coding Concepts

HQMC (LR)

Purpose

- **To provide background and guidelines for coding the 2003 Inherently Governmental and Commercial Activities (IG/CA) Inventory**
- **These guidelines, in conjunction with guidance, should provide for more appropriate and consistent coding across the Marine Corps**

What is IG/CA Inventory?

- **DoD-wide inventory of all authorized manpower (active, reserve, and civilian)**
  - Function
  - Manpower mix criteria
    - Inherently Governmental
    - Commercial, exempt from competition
    - Commercial, subject to public-private competition or divestiture
- **Basis for the Federal Activities Inventory Reform (FAIR) Act Inventory**
- **Data used for manpower mix mgmt decisions at Federal, Department and Military Service levels**
  - A-76 Candidates
  - Realignment Candidates
  - USMC Core/non-core Assessment Input

Inventory Process and Timeline

1. **HQMC issues guidance and guidelines**
   - Guidance should be issued NLT Dec 01
   - Guidance issued to secondary echelon (intermediate & solitary cmds)
2. **Intermediate Commands issue guidance and guidelines to subordinate commands**
   - Guidance should be issued NLT Dec 08
3. **Initial coding**
   - Append last year's inventory based on revised guidance
   - One month min. Submission to higher HQ NLT Jan 19
   - Operating Forces coding done by M&RA/TFSD

Process and Timeline (cont'd.)

4. **Intermediate Command Review**
   - Two weeks min. Submission to HQMC NLT Feb 02
5. **HQMC review (I&L, M&RA, TFSD, & Process Owners)**
   - Assignment of centrally managed criteria codes
     - Combat Augmentation (D), Rotation (J), and Career Progression (K)
   - Correctness, Consistency, Supportability
6. **DON Submission**
   - NLT Mar 01
7. **OSD Submission**
   - Due Mar 15

Issues

- **OSD Scrutiny of military coding**
  - Identify competition candidates (using codes – P, R, W and X)
  - Identify conversion candidates (using codes – C, E, H, L and M)
  - OSD deleted wording for combat replacements
- **Increased Importance of Inventory**
  - Defense Human Resources Board (DHRB)
  - Competitive Sourcing Working group (CSWG)
- **Individuals Account Manpower included (new)**
  - T2P2 (Training, Transients, Patients, & Prisoners)
  - OSD guidance pending, M&RA to provide coding for both active and reserve military billets

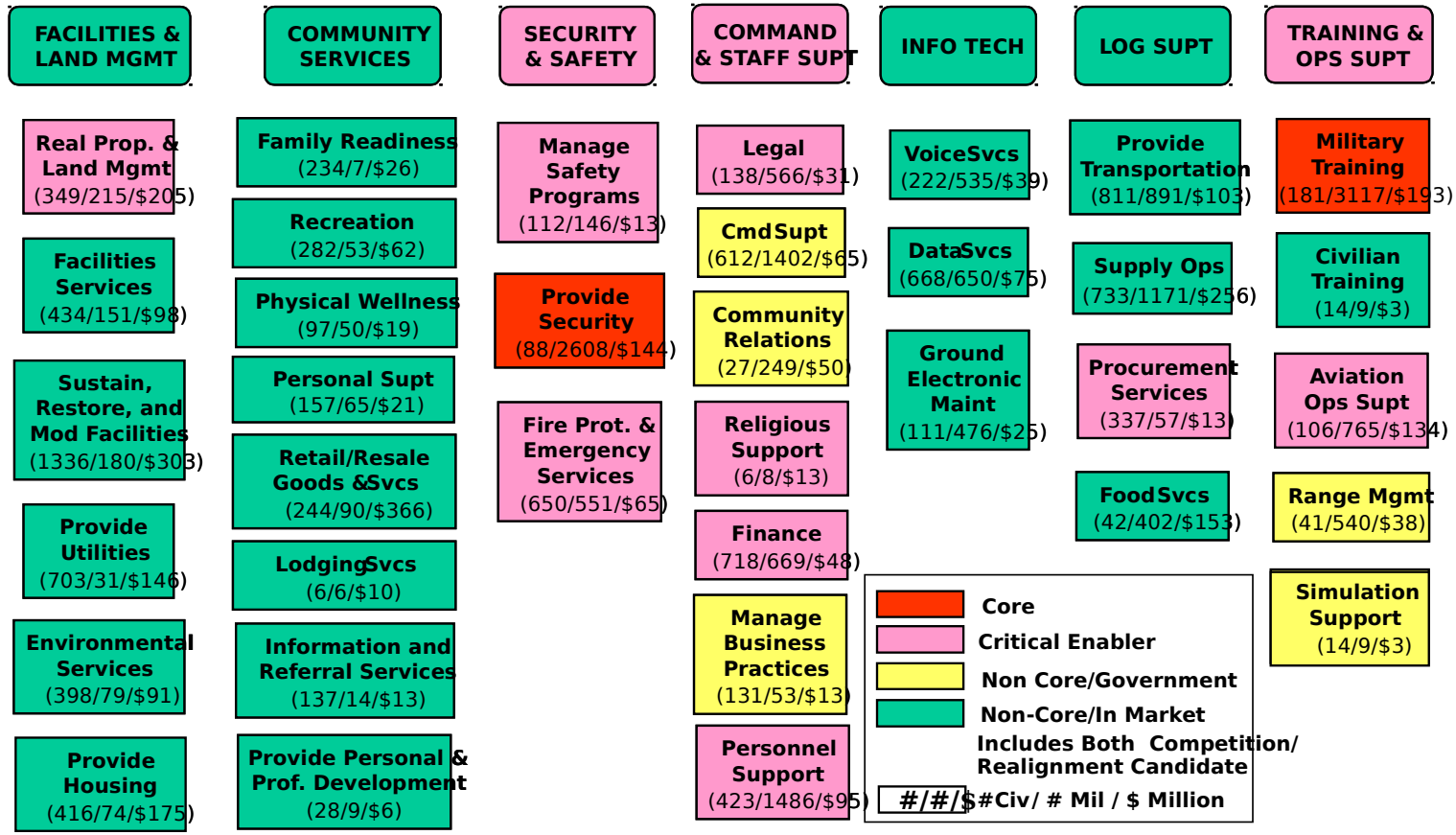
Issues (cont.)

- **Process for Review**
  - Large amount of data (200,000+ billets in inventory)
  - Apply core/non-core criteria
    - Additional coding guidance required
  - Additional reviews by program sponsors
- **Time constraints**
  - Two weeks shorter with added reviews
  - No time extensions
    - Late submissions will have to be centrally coded

Core/Non-core Criteria

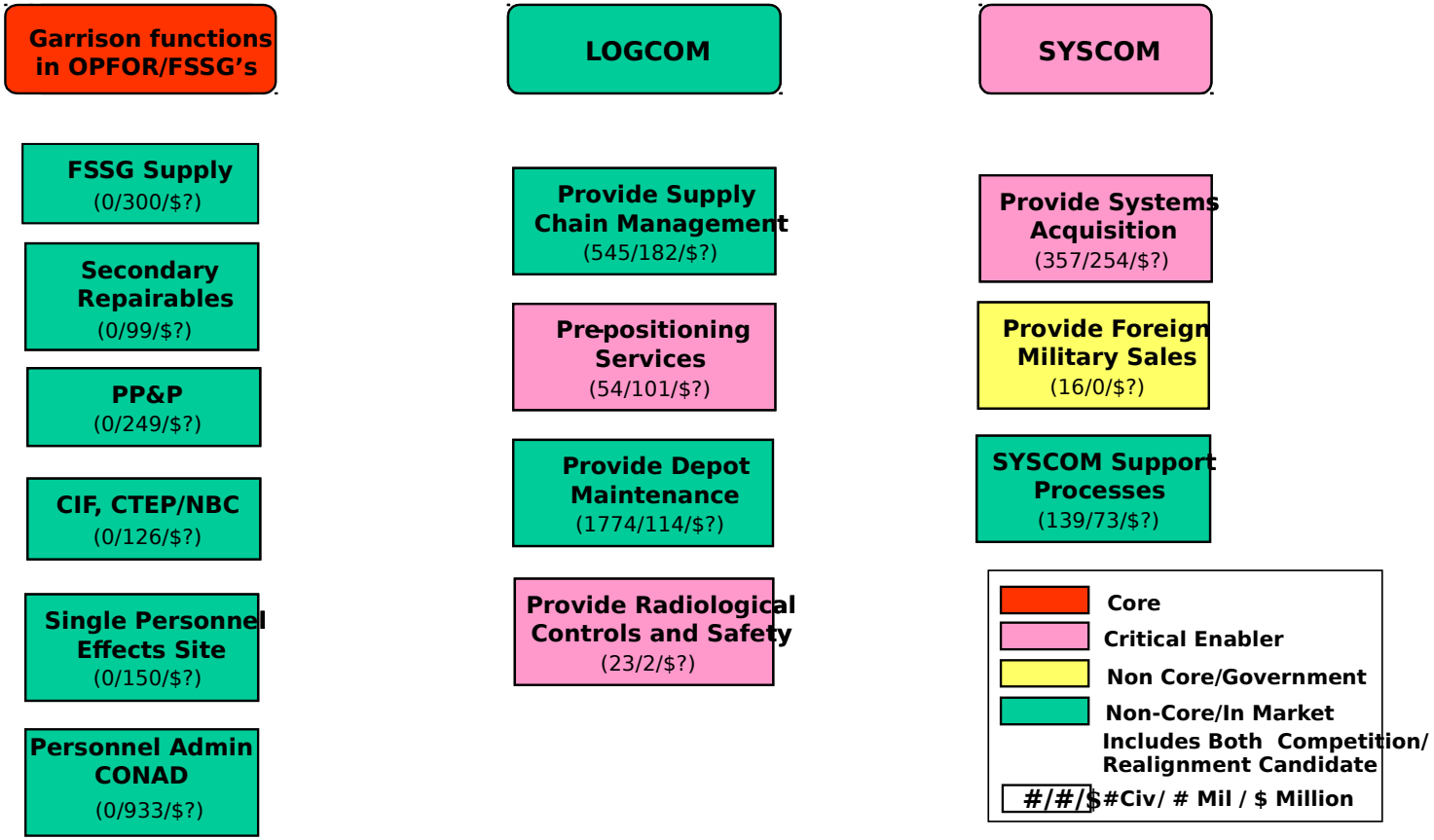
- **Core/Non-Core Criteria**
  - Designations should guide general coding philosophy for process groups
  - Non-Core "Available in Market" processes should be predominately coded as “R”
  - Non-Core "Must be Government" should be predominately coded with an appropriate inherently governmental code
  - Non-Core “Critically Enabling” should be predominately coded with either an exempt or inherently governmental code
  - Core would be predominately military coded as “A”

Core/Non-Core Designations
Installation Processes



Designations are based on preponderance of competencies in the process. Processes may include sub processes of other designations. Although the CSWG reviewed processes at the next level of detail, additional review will be required to obtain increased granularity.

Core/Non-Core Designations
Other Processes



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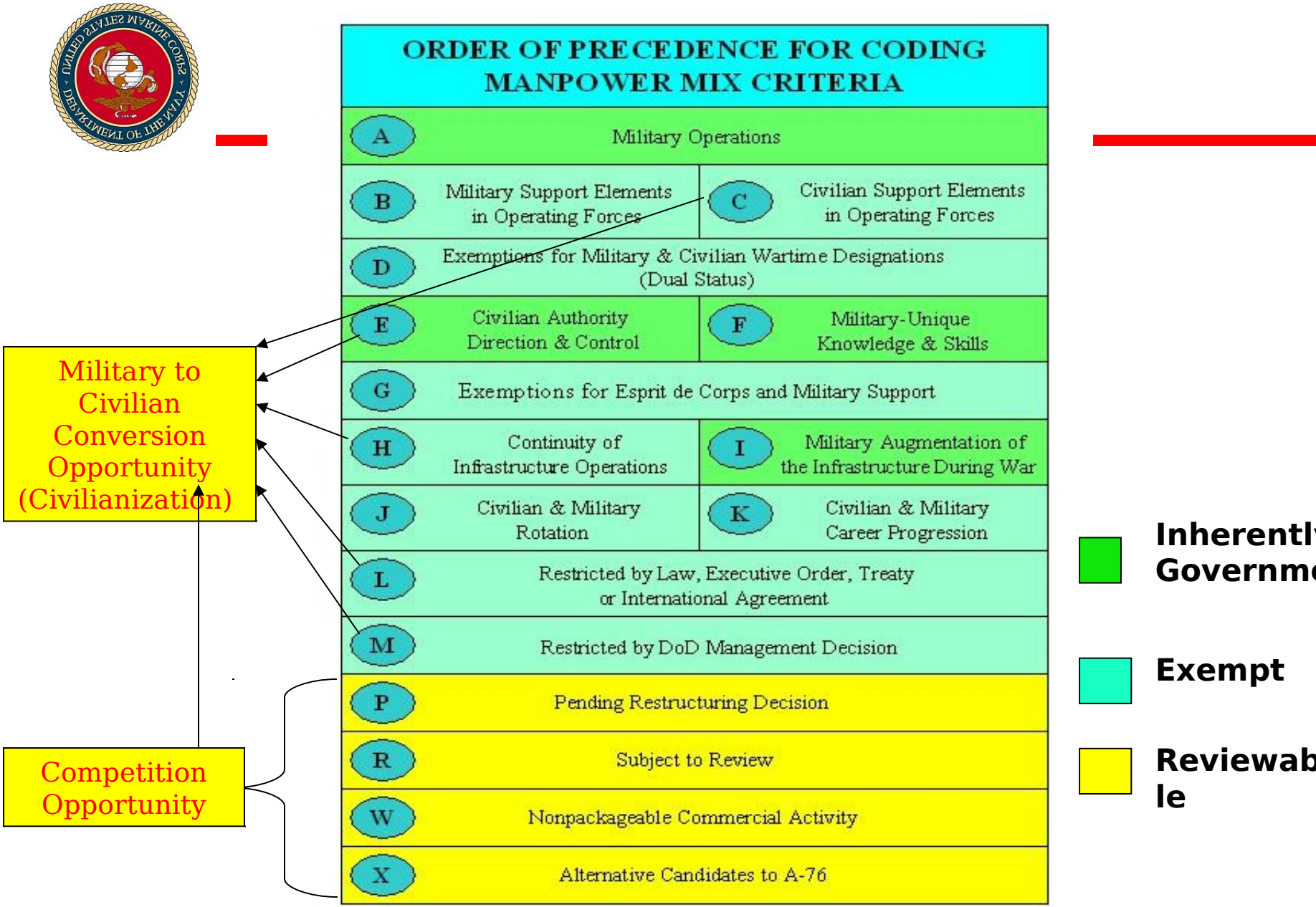
ORDER OF PRECEDENCE FOR CODING MANPOWER MIX CRITERIA
A
Military Operations
B
Military Support Elements in Operating Forces
C
Civilian Support Elements in Operating Forces
D
Exemptions for Military & Civilian Wartime Designations (Dual Status)
E
Civilian Authority Direction & Control
F
Military-Unique Knowledge & Skills
G
Exemptions for Esprit de Corps and Military Support
H
Continuity of Infrastructure Operations
I
Military Augmentation of the Infrastructure During War
J
Civilian & Military Rotation
K
Civilian & Military Career Progression
L
Restricted by Law, Executive Order, Treaty or International Agreement
M
Restricted by DoD Management Decision
P
Pending Restructuring Decision
R
Subject to Review
W
Nonpackageable Commercial Activity
X
Alternative Candidates to A-76
Military to Civilian Conversion Opportunity (Civilianization)
Competition Opportunity
Inherently Government
Exempt
Reviewable

General Coding Guidelines: Manpower Mix Criteria

- **A** ***(Military Operations) - Requires HQMC approval****
  - Operating Force Personnel, primarily Mxxx function codes
  - OccFld 58xx (Military Police and Corrections)
  - Restricted to Marines only
- **B** ***(Military Support elements in the OpFor) - HQMC***
  - Operating Force Personnel, primarily Mxxx function codes, with low likelihood to be in a hostile fire area
  - Restricted to Marines only
- **C** ***(Civilian Support elements in the OpFor) - HQMC***
  - Operating Force Personnel, primarily Mxxx function codes, with low likelihood to be in a hostile fire area.
  - No military required to accomplish the function, but can't be contracted
  - MIL coded "C" are civilianization candidates

*Codes reserved for HQMC approval requires justification

General Coding Guidelines: Manpower Mix Criteria

- **D** ***(Exemptions for Mil and Civ Wartime Designations (Dual Status)) - HQMC***
  - Designated infrastructure billets not required to be military which are replaced with civilians, contractors, or reserves during mobilization.
- **E** ***(Civilian Authority Direction and Control)***
  - There is no military requirement to accomplish the function
  - Inherently governmental position for oversight and management
  - Military in these positions are conversion candidates
  - Likely assigned to E-5 or GS-11 and above
- **F** ***(Military Unique Knowledge and Skills)***
  - Used only when performance of the position requires military training and current military experience
  - Likely assigned to E-5 and above

General Coding Guidelines: Manpower Mix Criteria

- **G** ***(Exemptions for Esprit de Corps and Military Support)***
  - For military presence or image (e.g. bands, exhibition units, museum tour guides, honor guards, chaplains and permanent military professors)
- **H** ***(Continuity of Infrastructure)***
  - Where non-military unique knowledge and skills is essential to be maintained for the timely response to and sustainment of support during crisis, mobilization or war.
  - Military coded “H” are conversion candidates
- **I** ***(Military Augmentation of Infrastructure Activities During War) - HQMC***
  - Military Reservists or IMA billets
- **J** ***(Civilian and Military Career Rotation) - HQMC***
  - Work could be performed by the private sector
  - Infrastructure billets required for rotation to keep a balanced perstempo as approved by component authority based on formal USMC policy
  - Likely assigned to E-5 or GS-11 and above

General Coding Guidelines: Manpower Mix Criteria

- **K (*Civilian and Military Career Progression) - HQMC***
  - Work could be performed by the private sector
  - Infrastructure billets required for career development as approved by component authority based on formal USMC policy
  - Likely assigned to E-5 or GS-11 and above
- **L *(Restricted by Law, Executive Order, Treaty or International Agreement)***
  - e.g. fire and emergency services
  - Not covered by one of the higher codes. Considered reviewable if restriction is lifted.
  - Reference statute restricting sourcing decisions
  - Military in these positions are conversion candidates unless restriction requires military in the position
- **M (*Restricted by DoD Management Decision) - HQMC***
  - Management decision to exempt this group from private performance
  - Military in these positions are conversion candidates

General Coding Guidelines: Manpower Mix Criteria

- **P (*Pending Restructuring Decision) - HQMC***
  - Restricted to work in a function that has been deferred from a cost comparison or direct conversion pending the results of an approved base closure, functional realignment, or consolidation actions.
  - If work remains in-house it remains a competition candidate
- **R *(Subject to Review)***
  - Commercial Function subject to review, under review, or already reviewed
  - Primary source of competition candidates
- **W (*Nonpackagable Commercial Activity) - HQMC***
  - Conversion Candidate
- **X (*Alternative Candidates to A-76) - HQMC***
  - Exempt from A-76 regulations, not competition or divestiture, e.g. depot maintenance not covered by code “L”

General Coding Guidelines: Specific Functions (Mil or Civ)

It is likely that correct coding can be accomplished based on guidance and a few rules of thumb

- **Military Instructors:** If military training and current military knowledge and skill required (code “F”). If military are required to be in this billet to promote the “ethos and culture” code it “G”. If none of the above code “R”. Where military are justified it is likely a core function required to make Marines.
- **Secretaries:** Generally coded “R” however specific exemption may be made for Base commander’s secretaries where personal service’s legal restrictions making this “L”
- **Admin:** Should be “R” unless needs to have military training and current military knowledge and skill (code “F”), Codes “J”, “K” or “D” assigned by M&RA, and C, E, H, L or M are possible should those codes apply. All conversion candidates.
- **Environmental:** Only Management of Environmental programs is restricted by law. Other codes apply however all would likely be conversion candidates

General Coding Guidelines: Specific Functions (Mil or Civ)

- **Depot Maintenance**: For civilians, "E" code is restricted to primarily K410-K999 and only at Barstow and Albany. Other appropriate codes are "H" or "L" as appropriate. For military using these codes, "E" will be used to designate billets for civilianization. If military is required for management, use code "F". For other K function codes, where military billets are occupying non-management billets, use codes "H" or "L" as appropriate. HQMC will recode billets required for rotation/progression .
- **Depot Support**: Generally coded “R” but may be required under continuity of infrastructure (code “H”) or restricted by Mgt decision (Code “M”), nearly all would be conversion/competition candidates
- **Retail Supply (T110)**: Generally “R”
- **Wholesale Supply (T120):** Product managers making decisions on procurement and distribution in the supply chain management should be coded “E”. Other, non-inherently governmental support should be coded “R”. Military required in management roles, should be coded "F". All remaining military should be coded with appropriate civilian codes. HQMC will recode military 'J' or 'K' as necessary. Depot Maint supply is coded T110, not T120.
- **Warehousing and Storage (T130):** T130 applies to warehousing and storage of wholesale supply goods (T120) Warehousing and storage of Retail Supply (T110) is coded T110. Generally “R”.

General Coding Guidelines: Specific Functions (Mil or Civ)

- **Contracting (MOS 9656/57/58):** Code “E” if work directly commits the government and “F” only if it can be shown to require military presence. “G” assigned by M&RA. Conversion candidate
- **Security Guards (MOS 58XX):** A Core function. Military code “A” and Civilian Security Guards code “L” as they are restricted by law
- **MCCS:** Generally coded “R” however a high percentage of APF billets are in oversight and coded “E” due to the fact that they oversee APF, NAF, and contractor work.
- **Installation Commanders:** Code “F” unless higher code can be applies. S200 would be the Functional Coding generally applied
- **Exchange Officers (MOS 4130) and MWR Specialists (4133):** Code as “G”, Esprit de Corps
- **NMCI Billets being eliminated:** Code as “P”, others code as appropriate

Note: Most functions, including commercial functions, require some element of oversight. These billets should continue to be coded as inherently governmental (codes A, E, F and I). Inherently governmental coding does not limit competitive sourcing should the entire function be under study.

Functional Coding

- **Currently there are 299 functional codes**
- **Functional Coding based on the product or service for which the billet contributes effort**
- **Tools to help coding**
  - Guidance describing the coding criteria and description
  - List of function codes by who may use them
  - List of function codes currently identified with each process of the Installation Process Model
    - Function Codes not associated with installations, e.g. Y105 – Mgt Headquarters – Defense Direction and Policy Integration, are not listed in the model
  - **DoD historical coding by function code**

Supplemental Coding

- **Problem**
  - Functional Coding does not provide all the granularity needed to review potential candidates or identify specific workload
- **Solution**
  - Additional coding field has been developed, used in conjunction with the functional code will identify areas of high interest

Supplemental Coding (cont.)

- **Community Services coded with one of the following supplemental codes to designate the ABRM process group (GXXX Function Codes)**
  - **A** Family Readiness
  - **B** Recreation
  - **C** Physical Wellness
  - **D** Retail Goods and Services
  - **E** Lodging Services
  - **F** Information and Referral Services
  - **G** Personal and Professional Development
- **Housing coded with one of the following supplemental codes to designate the area served (Z99X Function Codes)**
  - **H** Batchelor Housing
  - **I** Transient Housing
  - **J** Family Housing

Supplemental Coding (cont.)

- **Depot Billets coded with the following supplemental codes to distinguish the positions from other non depot activities with the same function codes. This includes any function falling under the restrictions for A-76 or the 50% Depot Maintenance rules for contracting out which have been set by statute.**
  - **K** Depot Maintenance Facility

Supplemental Code List

- **Supplemental Codes**
  - A Family Readiness
  - B Recreation
  - C Physical Wellness
  - D Retail Goods and Services
  - E Lodging Services
  - F Information and Referral Services
  - G Personal and Professional Development
  - H Batchelor housing
  - I Transient housing
  - J Family Housing
  - K Depot Maintenance